

Quick guide to good netiquette

Netiquette is etiquette for the internet. Online good manners and appropriate behaviour for others make for a more pleasant and productive time for all.

Here are some basic *ground-rules* for online text-based communication and interaction:

1. Online manners including:
 - Clearly identify your topic in the subject line so people can decide whether to read your posting.
 - Don't type messages in all caps – IT LOOKS LIKE YOU'RE SHOUTING!
 - Be polite, do not ever use bad language.
 - Consider your 'tone' – could you be misinterpreted? Make use of [emoticons](#) to make the intent of your communication clear.
 - Re-read your message before posting. Be particularly careful about use of humour and sarcasm – it can often be taken the wrong way in this medium – this can cause '[flaming](#)'.
 - Respect other people's privacy by not forwarding content without permission.
2. Online actions have real life consequences. If you wouldn't do it in real life, don't do it online.
 - Your future employers, friends and partners can and probably will, trace your cyber-trail.
 - Everything you post is a public comment that can be used for grievance procedures and even litigation.
 - Don't mix the personal and professional in ways likely to undermine your professional position or bring the University into disrepute.
3. Avoid discriminatory, defamatory or derogatory remarks including being tolerant of others' mistakes, miscommunications, points of view and cultural differences.
4. Keep messages succinct, to the point and relevant to the context including:
 - Be mindful of large attachments, images and videos as some people are paying internet access.
 - Don't share unsolicited advertisements or messages for your own commercial benefit.
5. Don't plagiarise – make sure all quotes and sources are properly attributed to the author(s). Copyrighted materials should be treated according to copyright laws;
6. Take a stand against [cyberbullying](#) by:
 - Silence – do not respond to abusive messages; don't respond, don't interact and don't engage.
 - Take a copy of all abusive messages.
 - Accept that bullies don't think like you do - trying to sort it out with them or asking them to stop doesn't work.
 - Never deal with this problem alone – engage your course convenor to assist. Griffith University is committed to [safe campus communities](#).
 - Don't be provoked by baited comments. Become an observer.

If in doubt, all student behaviour is governed by the [Griffith University Student Charter](#). If you want to [enhance your social media skills](#), you can use resources offered by the Griffith Library.

Griffith University resources:

- [Griffith University Student Charter](#)
- [Social Media Guidelines – specifically Clause 4.5 Use of Social Media by Students](#)
- [Griffith Library Social Media Skills Module](#)